



CITY COUNCIL

Committee of the Whole

Monday, November 8, 2010

Council Office

4:30 pm

Agenda

Although Council committee meetings are open to the public, public comment is not permitted at Council Committee of the Whole meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the President of Council.

I. CDBG Budget Review

II. Budget Review

III. Agenda Review

COMMITTEE of the WHOLE

CITY COUNCIL

MINUTES
October 18, 2010
4:30 P.M.

COUNCIL MEMBERS PRESENT:

F. Acosta, J. Waltman, D. Reed, S. Marmarou, M. Goodman-Hinnershitz, V. Spencer, D. Sterner

OTHERS PRESENT:

L. Kelleher, S. Katzenmoyer, D. Cituk, H. Tangredi, C. Younger, D. Kersley, F. Denbowski, C. Weidel, C. Geffken

Mr. Acosta called the meeting to order at 4:39 p.m.

I. Budget Review

Mr. Acosta stated that the budget questions would be reviewed as the departments were discussed.

- Mayor's Office Expenses

There was a question regarding the decrease in the salaries line item. Ms. Weidel explained that Mr. Denbowski is paid through the Recycling Fund and that there are no benefits paid to the Gun Coordinator.

Mr. Geffken further explained that a reduction was seen as the salary of the Mayor's Chief of Staff salary was not included.

Mr. Waltman questioned how Mr. Denbowski could continue to be paid through the Recycling Fund. Mr. Geffken stated that Mr. Denbowski still has responsibilities in the Solid Waste office.

Ms. Goodman-Hinnershitz expressed her belief that the offices of Mayor, Council and Administrative Services should be restructured for staff sharing and other synergies. She noted the need for better teamwork. She stated that citizens often wander the building and that services should be more organized. She asked Council to consider this staff sharing as a possible way to reduce expenses.

Mr. Spencer stated that this issue can be discussed. However, he reminded all in attendance that some staff is specified in the Home Rule Charter.

Ms. Goodman-Hinnershitz suggested that this issue be revisited.

Mr. Marmarou questioned how long it would take to change the Charter. Mr. Spencer stated that a referendum would need to be placed on the ballot at the spring election.

Mr. Spencer questioned why Mr. Denbowski's salary could not be divided between the Recycling Fund and General Fund. Mr. Geffken stated that salaries cannot be divided and should be paid completely by one fund.

- Council Office Expenses

Ms. Kelleher questioned where the Granicus maintenance agreement was included. Mr. Geffken explained that the upgrade to Council chambers was completed through capital improvements funding. He stated that this would need to be added as a 2011 expense in the Council budget. Mr. Tangredi suggested adding a new line item in the Council budget.

Mr. Acosta questioned how this funding would be allocated. Mr. Geffken stated that the \$7,800 will be allocated or new revenue found.

Mr. Waltman questioned if the decision to reduce Council staff was discussed with the

City Clerk. Mr. Geffken stated that it was not. He stated that the decision was based on an analysis of other City departments.

Mr. Acosta stated that the Charter indicates that each elected official is entitled to staff. He stated that he understands the financial condition of the City but expressed his belief that this comparison may be inaccurate. He stated that the Administrative Assistant is bilingual and she assists many residents in this capacity. He stated that her loss will cause many problems until the language barrier is eliminated.

Ms. Goodman-Hinnershitz stated that this was one reason why she suggested that several departments share administrative staff.

Mr. Spencer stated that Council staff produces a report monthly which describes their work. He noted his concern that a decreased staff will cause much work to go undone. He suggested that Councilors review the monthly staff reports.

Ms. Reed stated that other departments are being asked to sacrifice and Council should not be immune. She agreed that administrative staff should be restructured to allow for bilingual coverage.

Mr. Waltman stated that even with the Call Center, many citizens seek the assistance of Council (through Council staff). He noted that sharing staff may work for other departments but not with Council staff as they are currently not allowed to speak with other staff members in Administration offices.

Mr. Geffken suggested keeping a running total of potential changes to compare to revenues and prioritize.

Ms. Reed questioned what was paid through the Community Promotions line item. Mr. Geffken deferred to Ms. Kelleher. Ms. Kelleher stated that it had been used in the past to sponsor the holiday parade and other community events. She stated that she has reduced her spending in this line due to the City's financial condition. She suggested that this line item be reduced to \$3,000.

The majority of Council agreed to reinstate the Administrative Assistant in the Council office. Mr. Geffken stated that an allocation of approximately \$50,000 for salary and benefits will be needed.

- Auditor's Office Expenses

Mr. Geffken explained that the salary line item contained a typo and should be \$100,812. This has been corrected.

Mr. Cituk reminded all that his salary increases in 2011 per Ordinance 29-2007.

Mr. Waltman requested a list of aggregate expenses. He noted the need to discuss healthcare, fringe benefits and pension costs. Mr. Geffken stated that he would provide this list. He stated that healthcare costs will be difficult to track due to some employees' contribution to healthcare in 2011.

- Managing Director's Office Expenses

Mr. Acosta stated that there is a salary line item but no Managing Director. Mr. Geffken stated his hope that a Managing Director would be hired in February or March. He stated that the contracted services line item of \$10,000 is to pay the consultant to perform the search.

Mr. Spencer questioned the elimination of the ICMA Pension line item. Mr. Geffken stated that this would be negotiated by the Mayor during the hiring process. He stated his belief that this is a luxury since the Managing Director would be in the City pension.

Mr. Sterner stated that the salaries line item is stagnant but that fringe benefits are increasing by differing amounts in respective departments. Mr. Geffken stated that healthcare costs are rising 23.6% in 2011. Mr. Sterner then questioned why some are increasing over 50%.

Ms. Goodman-Hinnershitz noted the need for Council to have an explanation of employee benefits.

Mr. Sterner questioned why the percentage increase varied by department. Mr. Geffken stated that it was based on a percentage of salary.

- Director of Administrative Services' Office Expenses

Mr. Geffken stated that part of the Controller's salary will not be covered by State grants. He stated that the salary will be \$75,000.

Mr. Spencer questioned if the City planned to retain this position after recovery. Mr. Geffken stated his hope that the City would have a long-term plan in place at that time and that would determine if the position is retained.

- Citizen's Services Center Expenses

Mr. Geffken stated that the Administration wishes to move this project forward. He stated that this approach would better handle citizen's needs, would allow citizens to receive assistance until 5 pm, and would achieve several Recovery Plan goals. He stated that this would expand the Call Center and would be cost neutral. Services offered would be bill payments, permits, applications, etc.

Mr. Geffken stated that this one department would be able to provide all citizen services without the citizen having to travel from department to department throughout City Hall. The Center would be located in the Penn Room and parking would be made available on 8th St. He stated that the Codes office would move to the Treasury office and that this would make the City more responsive to citizens and would save the City money.

Mr. Waltman asked for an explanation of the funding. Mr. Geffken stated that the Call Center was funded at \$160,000 in 2010. He stated that the Recovery Plan states that this same amount must be found in the City budget to retain it. He stated that the elimination of the Tax office, Treasury office, and Call Center, there is a total savings of \$559,000. Mr. Geffken noted the need for the City to move services in this direction. Mr. Waltman reminded Mr. Geffken that the City will also be losing \$500,000 in collections from the Reading School District, so the move isn't cost neutral as presented.

Ms. Goodman-Hinnershitz stated that City employee culture resists change. She noted the need to justify the changes to sell it to employees and residents. She suggested that the City analyze the number of people who visit City offices, the number of people working in those offices and the bilingual needs of citizens. Mr. Geffken stated that the union is in favor of the job descriptions for Municipal Aide and that discussions are continuing.

Mr. Spencer questioned how the City would handle the bidding and bumping of union employees. He stated that this would affect both AFSCME locals. Mr. Geffken stated that they are working with the unions.

Ms. Reed stated that the cost savings, including construction costs, needs to be communicated to citizens.

Mr. Geffken stated that this change would also increase security in City Hall.

Mr. Sterner expressed his agreement with the concept of the Center but noted that the Call Center is currently ineffective. He questioned how this would provide better customer service. Mr. Geffken stated that all seven Aids will be cross trained.

Mr. Spencer stated that a security study was performed on City Hall. He stated that there was a cost associated with the increased security. Mr. Geffken stated that these costs are not included in the 2011 budget but would be a next step.

Mr. Waltman reminded Council that the Recovery Plan calls for the elimination of the Call Center unless the \$160,000 is found in other areas of the budget not included in the Recovery Plan. He stated that transferring the Call Center and Tax offices should not be included in the costs savings are these are called for in the Plan. He stated that the Recovery Plan is breaking down and that all decisions need to be made in consideration of the Plan. Mr. Geffken stated that three positions are being eliminated and not transferred to the Center. He stated that the costs savings from these three positions is \$183,000. The responsibilities will be transferred to the Center.

Mr. Spencer noted his concern with spending a million dollars to reconfigure the building with no guarantee that the Center's goals are achievable. Mr. Kersley stated that the City is currently evaluating the functions of the Center and developing standard operating procedures. He noted that training will be needed and that there will be issues related to the bidding and bumping. He noted his hope that training begin before the Center opens.

Mr. Acosta noted his concern that City employees who refuse to do the work will be assigned to the Center. He questioned if there are specific qualifications to assist in the bidding and bumping process. Mr. Kersley stated that there were. Mr. Geffken added that the unions have agreed with the job descriptions.

Mr. Acosta questioned how the Administration would assure that those who qualify will perform the work assigned. Mr. Geffken stated that there would be a probationary period and discipline if necessary.

Ms. Goodman-Hinnershitz questioned how many in the Center would be bilingual. Mr. Kersley stated that four of the eight positions would be bilingual.

Mr. Waltman stated that the Recovery Plan is requiring more of many people. He noted the need for the City to provide better services.

Mr. Sterner questioned when the Center would begin operation. Mr. Geffken stated that it would begin on January 1. He stated that it will be located in the current Tax and Treasury offices until construction is complete.

Mr. Spencer stated that Council would be taking a walk of faith if approval of the Center is given. He reminded Council that there was a greeter/information desk available to visitors in the past.

Ms. Goodman-Hinnershitz stated that this may be an issue where Councilors agree to disagree. She noted the need to buy into centralizing services.

Ms. Kelleher questioned if the Center would be collecting the commuter tax. Mr. Geffken stated that it would not.

Mr. Geffken stated that eliminating the Call Center, Treasury and Tax would save \$1.3 million and opening the Services Center would cost \$778,000. Mr. Waltman again noted the loss of \$500,000 in revenue from the Reading School District that alters these figures.

- Purchasing Office Expenses

Mr. Geffken explained that temporary wages were added to allow for coverage during illness and vacation as this is a one person office. He stated that he has also increased the amount paid to the person performing in-house duplication.

Ms. Kelleher stated that benefits in this department could be reduced as the purchasing office manager is married to another City employee and health benefits would only need to be paid one time.

The increase in general plant supplies was questioned. Ms. Katzenmoyer explained general plant supplies and how the Purchasing department covered costs of certain items used by all departments throughout the City.

Ms. Goodman-Hinnershitz questioned if an amount was calculated to take Council paperless. Ms. Kelleher stated that this was done several years ago but Chambers was not upgraded for technology. Mr. Geffken stated that Chambers now has wireless access. Mr. Tangredi stated that he can grant access to sign onto the system if he is given the MAC number from the laptop.

- Accounting Expenses

Mr. Geffken explained that the increase in salaries is for union positions.

The meeting recessed at 6:15 pm and will reconvene as the Finance Committee.

Respectfully

Submitted

Linda A. Kelleher, CMC City Clerk

FOLLOW UP ITEMS

- Aggregate summary of each expense area by category – last 2 years w/ % gain/loss
- CORRECTION – Auditor’s Salary line item should be \$100,812
- Breakout of Fringe Benefit area – items included and cost or each benefit item
- Eliminate Healthcare cost in Purchasing as employee already covered through Codes due to marriage
- CORRECTION – Council Office Community Promotions reduce to \$3,000
- CORRECTION – Council Office – add Maintenance Agreements line item and add \$7,800 to cover Granicus monthly maintenance fee
- CORRECTION – Council Office salary line item – add funding for Administrative Assistant position
- CORRECTION – FT Position Ordinance restore Administrative Assistant position

- Services Center – savings required in the Act 47 Recovery Plan not realized to make Center cost neutral

COMMITTEE of the WHOLE

CITY COUNCIL

MINUTES
October 25, 2010
4:30 P.M.

COUNCIL MEMBERS PRESENT:

D. Sterner, F. Acosta, D. Reed, S. Marmarou, M. Goodman-Hinnershitz, V. Spencer, J. Waltman

OTHERS PRESENT:

L. Kelleher, S. Katzenmoyer, C. Younger, C. Geffken, C. Weidel, F. Denbowski, C. Jones, D. Cituk, W. Heim, J. Miravich

Mr. Acosta called the Committee of the Whole meeting to order at 4:36 p.m.

I. Police Budget

Mr. Geffken stated that personnel costs increased due to collective bargaining agreements. He stated that the Police Academy is self-sustaining.

Mr. Acosta questioned the cost of training per officer. Chief Heim stated that other municipalities and pre-service students pay \$3,500 per person to the Academy.

Mr. Geffken stated that staff has been reallocated in the Department due to fewer officers on the force.

Mr. Geffken stated that salaries have decreased in patrol due to the reduction in officers. He stated that K-9 maintenance expenses needed to be restored as only a portion of the expenses covered by the grant.

Mr. Geffken stated that the Property Maintenance Division is being transferred to the Community Development Department.

Mr. Cituk questioned if the Community Foundation would continue to fund K-9 operations to offset the \$50,000 noted in the budget. Chief Heim stated that the \$50,000 included in the budget is above that received from the Community Foundation.

Mr. Spencer questioned how the funding received from the Community Foundation was used. Chief Heim stated that approximately \$600,000 was received and paid for the purchase and training of five dogs, the training officer's salary, and the protective equipment needed for the dogs.

Ms. Goodman-Hinnershitz questioned if the Community Foundation funding was listed as a revenue item and earmarked for these expenses. Mr. Geffken stated that it is contained in the Agency Funds not the General Fund.

Ms. Goodman-Hinnershitz questioned if salaries are listed in agency funds when they are covered by grant funding. Mr. Geffken stated that they are not due to the fringe benefits and the pension expenses associated with them.

Dan Robinson arrived at this time.

Mr. Marmarou questioned when the current collective bargaining agreement expires. Chief Heim stated that it expires on December 31, 2011.

Mr. Marmarou questioned if the holiday pay line item should contain an increase. Mr. Geffken stated that it should and that an adjustment would be made.

Mr. Sterner stated that the Police Department budget increased \$1.7 million with 11 fewer officers. He stated that these increases do not paint a bright picture for future budgets.

Mr. Cituk stated that he would review the Police pension amounts after the positions

are finalized.

Ms. Goodman-Hinnershitz stated that increases continue. She requested a pie chart for each department noting line item costs to determine what costs are controllable. She noted the need to better control pension and benefit costs.

Mr. Sterner noted the need for the State to take action on municipal pension law.

Ms. Reed noted that Pittsburgh will be asking the State for assistance to cover its pension costs. Mr. Cituk stated that Pittsburgh's pension is only 27% funded where Reading's pension is 80% funded. He noted that all cities in Pennsylvania are facing this pension issue.

Mr. Waltman noted the need for pension to be reviewed overall. He also noted the conflicting opinions regarding increasing the Police Department by ten officers. He requested a contingency plan for 2011 and its financial impacts. He noted that public safety should be a top concern in the budget process.

Mr. Acosta stated that the reinstatement of ten officers will be revisited. He noted the need to see the Administration's contingency plan.

Mr. Waltman requested that the contingency plan also address the mitigation of attrition.

Mr. Spencer stated that the Fire Department collective bargaining agreement expired and the process will be closely observed by the Police Department. He noted the possible future impacts of these negotiations.

II. Water Authority

Mr. Miravich stated that his information has the potential for future litigation.

Council entered executive session at 5 pm and exited at 5:32 pm.

III. Waste Water Treatment Plant Update

Mr. Miravich stated that his update deals with litigation.

Council entered executive session at 5:33 pm and exited at 5:50 pm.

IV. Community Development Budget

Mr. Robinson stated that the largest issue is the transfer of the Property Maintenance Division. He noted the need to hire a Deputy Director to act as the Housing Coordinator. He distributed the 2009 Community Development Annual Report.

Mr. Acosta noted the need to discuss the Property Maintenance Division transfer.

Mr. Spencer questioned why this division continues to be transferred. He noted his belief that the issues are with supervision. Mr. Geffken stated that the division was originally transferred to Police for better structure and supervision. He noted that there is more work to be done in this area but that Property Maintenance is generally a Community Development division since it is inter-related to zoning and trades. He stated that reinstating it to Community Development would give it better structure and supervision.

Mr. Acosta questioned what would be changing to ensure better management of the division. Mr. Geffken stated that with Mr. Robinson as director and the new housing czar, they can ensure work gets done.

Mr. Acosta questioned if there was a plan for improvement. Mr. Robinson replied affirmatively. Mr. Geffken stated that the plan has not been presented to Council but that the move will synergize the divisions.

Mr. Waltman stated that he requested this information when the Administration originally requested the additional positions. He stated that he has yet to receive this information. Mr. Geffken noted his willingness to provide this information. Mr. Robinson noted that the Deputy Director candidate must have a background in codes and noted his background with codes. He stated that there are very few managers in CD.

Mr. Spencer noted that the breakdown in the chain of supervision must be addressed. He stated that there is a common denominator and this should be addressed before the division is transferred.

Ms. Goodman-Hinnershitz questioned how the Administration planned to measure outcomes. She noted that shortcomings in the Property Maintenance Division are very visible in the neighborhoods and by the community. She stated that Council has passed ordinances which are not enforced.

Ms. Reed noted that this division is pivotal to the City's economic status and the current crime situation. She stated that this division has been allowed to fail for too long and that the status quo is no longer acceptable.

Mr. Waltman stated that Council has done much in the past several years to improve this division with no results. He noted the need to update the division's plan and goals.

Mr. Geffken requested an executive session to discuss personnel issues.

Council entered executive session at 6:06 pm and exited at 6:16 pm.

Mr. Geffken explained that the salary increase in zoning is due to the collective bargaining agreement. He noted that the Zoning Administrator's salary has been frozen but not reduced by the 2.5% required for management employees.

Mr. Spencer requested the actual zoning revenue and expenses for 2010 to date. Mr. Cituk stated that he would supply that information.

Mr. Geffken stated that the decrease in salaries in trades was due to one employee being moved to the Services Center.

Mr. Cituk stated that the UCC Education and Training line item has decreased. He questioned if the \$4 per permit payable to the State was above the fee for the City permit. Mr. Geffken stated that it was. He also stated that future projects need to be recalculated to the new cost estimates.

Mr. Geffken stated that salaries increased in CD Administration because of the addition of the Deputy Director and a PMI Specialist for the Ricktown project.

V. Agenda Review

Ms. Kelleher explained that the ordinance regarding the EIT for non-Reading residents needs to be moved out of pending for action this evening. In addition, a resolution to

authorize the Administration to petition the Court for the EIT for non-Reading residents and a contract award to Northeast Industrial Services for the demolition of 253 Reed St need to be added to the agenda.

Council reviewed this evening's agenda including:

- Ordinance limiting the number of cats and dogs per household

Ms. Kelleher described the work of the Legislative Aide Committee on this issue. She stated that during their review other local municipalities have passed limits. She stated that the ordinance would be complaint based and there would be no permit or fee required.

Ms. Goodman-Hinnershitz stated that the timing of this ordinance is bad. She stated that Council has bigger issues to discuss at this time and requested the final passage be delayed until January.

Mr. Spencer stated that the ordinance would be introduced this evening. He stated that a delay is possible.

Mr. Sterner stated that this issue has been reviewed in the past and that this should be a simple decision.

Mr. Geffken questioned who would grant a variance and who would enforce the ordinance. Ms. Kelleher stated that these items would be handled by the City's Animal Control agency.

- Contract Award to Northeast Industrial for demolition of 253 Reed St, the former Cold Storage building

Ms. Katzenmoyer explained that this process was delayed during review by the Pennsylvania Historical Museum Commission because of the historical significance of the building.

Ms. Reed questioned if artifacts would be salvaged. Mr. Geffken stated that they would and that the items will be donated to the Centre Park Artifacts Bank for resale.

- Ordinance adding a Controller in the Finance Department

Mr. Geffken explained that funding would be provided for this position (75,000 year one, 50,000 year two, and 25,000 year three) and that it is an initiative contained in the Recovery Plan.

- Ordinances amending the Officers and Employees Pension

Mr. Younger explained that these items were brought to him by the solicitor to the Pension Board. He stated that they are necessary due to new federal regulations and to clarify language.

- Ordinance adding three Property Maintenance Aides to the Police Department

Mr. Geffken stated that these positions would implement the quality of life ticketing program. He distributed a report showing the number of tickets and revenue needed to sustain the positions which is approximately one citation per hour per aide.

Mr. Waltman expressed his belief that without goals and a plan, there should be no staff increase. He stated that Codes is comprehensive and that ticketing residents would make little progress.

Ms. Goodman-Hinnershitz questioned if the Aides would be in uniform. Mr. Geffken stated that they would.

Ms. Goodman-Hinnershitz noted the need for the Administration to have a plan to begin utilizing the quality of life ticketing program.

Mr. Acosta questioned if this program would bring added revenue.

Mr. Spencer questioned who would be supervising the Aides. Mr. Geffken stated that it would be a PMI supervisor.

- Ordinance adding a Program Manager in Community Development

Mr. Robinson explained that this position would be 100% funded through CD Administration. Mr. Geffken stated that the position would ensure that HUD requirements are being met.

Mr. Spencer noted the need for Council to understand the layers of management in CD.

- Ordinance enforcing parking at meters on Saturday and extending enforcement hours to 8 pm

Mr. Spencer noted his need to have a clearer understanding of the overall budget before taking action on these items.

Mr. Sterner questioned how much additional revenue this would generate. Mr. Spencer stated that it is unknown at this time.

Ms. Reed stated that Washington DC enforces meters on Saturday until 10 pm. She stated that visitors and residents continue to use meters. She noted her concern with the statement made by Mr. Lee that 20% of parking permits are issued to Sovereign Bank.

Ms. Goodman-Hinnershitz stated that the current meters are not user friendly. She suggested that the ordinances be tabled.

Mr. Acosta noted his belief that this additional enforcement would hurt downtown businesses.

Ms. Reed stated her belief that Saturday enforcement could increase downtown traffic as cars would need to move more frequently. She noted her concern with increasing the time to 8 pm as it would affect evening events and may influence attendance at large events such as concerts and hockey games.

Mr. Waltman noted the need for Council to analyze this issue to be sure it will not harm the City in the long-term.

The meeting adjourned at 6:55 pm.

Respectfully
Submitted
Linda A. Kelleher, CMC
City Clerk



AGENDA MEMO
COMMUNITY DEVELOPMENT

TO: CITY COUNCIL
FROM: DANIEL ROBINSON, DIRECTOR
MEETING DATE: NOVEMBER 8, 2010
AGENDA MEMO DATE: SEPTEMBER 14, 2010
REQUESTED ACTION: TO APPROVE SUBMISSION OF THE FFY2011 (37TH YEAR - JANUARY 1, 2011 TO DECEMBER 31, 2011) ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

CD is asking City Council to pass the resolution at the **November 8, 2010** City Council meeting.

BACKGROUND: For the fiscal year beginning on January 1, 2011 and ending December 31, 2011 the City of Reading anticipates receiving approximately \$3,360,585 CDBG, \$70,000 CDBG program income, \$ \$653,000.00 Section 108 Payments, \$1,068,114 HOME, and \$271,778 ESG funds. HUD requires the City to expend those funds in accordance with federal regulations and City policy as detailed in both a five-year Consolidated Plan and a one-year Action Plan. The Consolidated Plan period runs from January 1, 2009 to December 31, 2013. The Action Plan is the annual budget explaining how the administration intends to spend HUD funds and demonstrate how those expenditures conform to HUD regulations. The plan must be submitted to HUD for review and approval at least forty-five (45) days prior to the beginning of each fiscal year. CD develops the plan based upon requests from City Departments and the general public. CD reviews the requests to determine compatibility with HUD regulations, the Consolidated Plan, and City policy. The plan is advertised and made available for public review and comment for a period of thirty (30) days. CD will present the plan in a formal public hearing broadcast on BCTV. Upon approval by Council, the plan will be sent to HUD for their review and approval.

BUDGETARY IMPACT: CDBG funded activities relieve general fund pressures.

PREVIOUS ACTION: None.

SUBSEQUENT ACTION: If approved by Council, the FFY2011 (37th year - January 1, 2011 to December 31, 2011) one year Action Plan will be submitted to HUD on November 15, 2010 for their review and approval.

RECOMMENDED BY: Community Development Director, Managing Director and Mayor.

RECOMMENDED MOTION: To approve/deny a Council Resolution authorizing submission of the FFY2011 Action Plan to HUD.

Cc: Carl Geffken
Neil Nemeth
Brenda Skimski
Dan Wright
Steve Haver

RESOLUTION No. _____

**RESOLUTION OF THE COUNCIL OF THE CITY OF READING
AUTHORIZING SUBMISSION OF THE
FFY2011 ACTION PLAN TO THE UNITED STATES DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT**

WHEREAS, under 24 CFR Part 91, the U.S. Department of Housing and Urban Development (HUD) outlines the consolidated submissions for community planning and development programs which will serve as: (1) a planning document for the City that builds on a participatory process at the grass roots level, (2) an application for federal funds under HUD's formula grant program, (3) a strategy to be followed in carrying out HUD programs, and (4) an Action Plan that provides a basis for assessing performance;

WHEREAS, the FFY2009 to FFY2013 five year Consolidated Plan (35th to 39th years - January 1, 2009 to December 31, 2013) specifies activities the City will undertake to address priority needs and local objectives using formula grant funds and program income the City expects to receive during a five year period;

WHEREAS, the FFY2011 (37th year January 1, 2011 to December 31, 2011) Action Plan specifies activities the City will undertake to address priority needs and local objectives using formula grant funds and program income the City expects to receive during the program year;

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY
OF READING THAT:**

The FFY2011 (37th year January 1, 2011 to December 31, 2011) Action Plan is hereby approved.

The Mayor, on behalf of the City of Reading, is authorized and directed to file the application for financial assistance to carry out the housing and community development activities outlined in the plan; and to execute the necessary certifications in connection with the plan and provide such additional information as may be required.

PASSED COUNCIL _____,

20_____

PRESIDENT OF COUNCIL

ATTEST:

CITY CLERK

Activity Name	Summary	CDBG
3rd and Spruce Basketball Courts	Improvements include (but are not limited to) resurfacing and line painting of the courts, new basketball poles and hoops, lighting and site furnishings.	\$54,000.00
400 and 500 blocks of Penn Street Improvements	Public right of way improvements. Improvements include (but are not limited to) landscaping, reconstruction, and related improvements to the median strips in the cart-way and the planters on the sidewalks.	\$65,000.00
11th and Pike Playground Improvements	Improvements include (but are not limited to) removal of the existing playground apparatus and the installation of a new safety surface, playground apparatus, lighting, site furnishings, landscaping, and meeting ADA accessibility requirements at the playground	\$200,000.00
Abraham Lincoln Hotel Section 108 Loan Payment	Section 108 Loan Payment from CDBG entitlement funds	\$240,000.00
Adopt-A-Tree	Funding for the City's Adopt a Tree Program – The planting of trees in the public right of way areas.	\$10,000.00
Barbey Playground	Improvements to the playground (include but are not limited to) playground apparatus, safety surface, site	\$245,468 [2010 \$50,000]
BCTV	Public information dissemination. Management, oversight and coordination of public information. Program	\$75,000.00
CDBG Program Administration	CDBG Program Administration	\$611,117.00
Code Enforcement - PMI	Inspection for code violations and enforcement of codes in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area	\$325,000.00
Code Enforcement - Trades	Inspection for code violations and enforcement of codes in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area	\$170,000.00
Facade Improvements – Commercial	Restoration of building facades	\$70,000.00
Emergency Demos	Emergency demolitions ordered by City Building Inspector.	\$425,000.00
Liberty Fire Station	Exterior improvements (include but not limited to) masonry work to the building facades	\$35,000.00
NHS Home-ownership Assistance	Down-payment and closing costs assistance	\$100,000.00
NHS Major System Rehabilitation	Funding for elderly persons who own and occupy homes in need of major systems repair or replacement.	\$100,000.00
Pendora Park	The improvements include (but are not limited to) removing and replacing the backstop and protective player fencing.	\$15,000.00

Reading Iron Playground Improvements	The improvements include (but are not limited to) removal of existing playground apparatus, installation of new safety surface, playground apparatus, site furnishings, landscaping, ball field backstop, fencing, and meeting ADA accessibility requirements.	\$125,000.00
Facade Improvements – Residential	Residential Facade Improvement Program	\$50,000.00
Public Services – Activity Delivery Expenses	CD Staff salary - \$1,000 per activity	\$11,000.00
Northwest Tennis Program	City Recreation Office Tennis Instruction Program – Baer Park and Northwest Elementary	\$4,000.00
Baer Park Boxing Program	City Recreation Office Boxing Instruction Program	\$4,000.00
Community Policing	City's Community Policing Program – Three areas of the City	\$344,000.00
Human Relations Fair Housing	Fair Housing Education and Outreach	\$19,000.00
NEAR – Pendora	City Recreation Office Youth Services Program	\$19,000.00
Oakbrook Tennis Program	City Recreation Office Tennis Instruction Program	\$4,000.00
Olivet's Southeast Program	Olivet's youth services program at 13 th and Perkiomen	\$74,000.00
Olivet's & Library Summer Program	Youth services activity at the Library Main Branch	\$14,000.00
RAFT - 3 rd and Spruce	City Recreation Office Youth Services Program	\$14,000.00
Riverside Tennis Program	City Recreation Office Tennis Instruction Program – Riverside	\$4,000.00
Southern Tennis Program	City Recreation Office Tennis Instruction Program – Southern	\$4,000.00

Activity Name	Summary	108 Payment
Goggleworks (2 nd and Washington Sts.) 108 loan payment	loan payment received and forwarded to HUD	\$40,000.00
Hydro-jet (Buttonwood Gateway) 108 loan payment	loan payment received and forwarded to HUD	\$69,000.00
KVP – Habasit (Morgantown Rd.) 108 loan payment	loan payment received and forwarded to HUD	\$80,000.00
Readings Future (5 th and Penn Sts.) 108 loan payment	loan payment received and forwarded to HUD	\$350,000.00
Sun Rich Foods (Buttonwood Gateway) 108 loan payment	loan payment received and forwarded to HUD	\$114,000.00

Activity Name	Summary	HOME
HOME Administration	HOME Program administrative expenses	\$106,811.40
NHS CHDO Set aside funding	NHS's residential acquisition, rehab, resale activity	\$160,217.10
OCR and the Ricktown Area	OCR's residential acquisition, rehab, resale activity and the Ricktown Area	\$801,085.00

Activity Name	Summary	ESG
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Emergency Shelter Grant Admin	Administration of the ESG	\$8,489.31
Catholic Charities	Rental assistance and case management	\$10,000.00
Mary's Shelter	Housing, education, and counseling services	\$12,000.00
Opportunity House	Homeless assistance, emergency housing, and supportive services	\$139,296.94